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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 January 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 4, Week of 21 - 27 January 1958.

1. Numbers in Clerical Induction Training. During the week of 21 January there were 34 people in Clerical Induction Training. Of these 6 were entering for the first time.

2. Numbers in Clerical Orientation Training. There were 11 people in Clerical Orientation for the week of 21 January.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for week of 21 January were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	2	0
Typing	4	4

4. Medical Staff Conducts Health Survey at 1016 16th Street. Doctor Tietjen [] of the Medical Staff conducted a health survey of the building at 1016 16th Street on 24 January 1958.

5. Staff Member Attends Instructional Techniques Course. [] instructor in Clerical Induction Training, is attending the course in Instructional Techniques which began on 27 January 1958.



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